



**Board Business**

**A. Staff reports, requests, or announcements**

**B. Board member reports, requests, or announcements**

**Adjournment**

**The next special meeting of the City of Richmond Design Review Board is scheduled on Friday, September 18, 2015.**

**Meeting Procedures** **Function of a Public Hearing** • A public hearing is intended to inform the public of pending proposals and to enable members of the public to present relevant information and viewpoints before any Board action. The Board encourages community participation at its meetings and has established procedures that are intended to accommodate public input in a timely manner as follows.

**Speaker Registration** • Persons wishing to speak on a particular item on the agenda must file a speaker form with the staff prior to the Board's consideration of the item. Once discussion on the agenda item begins, only those persons who have previously submitted speaker forms will be permitted to speak on the item.

**Consent Calendar** • Applications that are considered routine by the Staff have been placed on the consent calendar with a recommendation to approve, conditionally approve, or continue the item to a date certain. The Board may act in one motion to adopt the staff recommendations on those items.

Prior to voting on the consent calendar, the Chair will ask if any member of the public wishes to speak on any of the items listed on the consent calendar. If you wish to speak, please rise and request that the agenda item be removed from the consent calendar. Items removed will be discussed in the numerical order listed in the agenda.

**Public Hearing Procedure**

1. Chair identifies the agenda item and explains any deviation from the standard speaker rules.
2. Staff presents a brief project summary and makes a preliminary recommendation.
3. Board members may ask questions of Staff regarding the proposal.
4. Chair opens the public hearing.
5. Applicant is invited to describe and explain the proposal .....5 minute limit.
6. Registered speakers .....2 minute limit.
7. Applicant may make rebuttal comments .....2 minute limit.
8. Board members may ask follow-up questions of the speakers at any time.
9. Staff presents a final summary and recommendation.
10. Board members discuss the proposal and vote to either to close or to continue the public hearing to a specific date.
11. If the public hearing is closed, Board members further discuss the proposal and vote to approve, to approve with conditions, or to deny the application.
12. Chair informs the audience of the Board's action and appeal process.

**Appeals** • Decisions of the Design Review Board may be appealed to the City Council within ten days. Appeals must be submitted to the City Clerk's office in writing and must indicate the reasons that the Board's action should be reversed.

**Legal Challenge Notice** • If you challenge a decision on any of the items on this agenda in court, you may be limited to only those issues you or someone else raised at any public hearing on the item challenged, or in written correspondence delivered to the public entity conducting the hearing at, or prior to, the public hearing.

**Meeting Time Limits** • If all of the agenda items are not completed by 9:00 PM, the items remaining shall be continued to the next regular meeting unless the Board votes to extend the meeting.

**Staff Reports and Tentative Recommendations** • Copies of the Staff reports for the public hearing items on this agenda can be viewed on the City of Richmond's website at: <http://www.ci.richmond.ca.us/documentcenterii.asp>  
Go to: Planning and Building Services > Planning Division > Boards and Commissions > Design Review Board > Reports.

**Cell Phones** • Please silence all cell phones, pagers, and other electronic devices during the meeting.